PROOFREADERS' MARKS

Instruction	Mark in Margin	Mark in Type	Corrected Type
Delete		the ~~good~~ word	the word
Insert indicated material		the word	the good word
Let it stand		the ~~good~~ word	the good word
Make capital		the word	the Word
Make lower case		The Word	the Word
Set in small capitals		See word.	See WORD.
Set in italic type		the word is word.	The word is *word.*
Set in roman type		the *word*	the word
Set in boldface type		the entry word	the entry **word**
Set in lightface type		the entry **word**	the entry word
Transpose		the word good	the good word
Close up space		the wo rd	the word
Delete and close up space		the w ord	the word
Spell out		2 words	two words
Insert: space		theword	the word
period		This is the word	This is the word.
comma		words words, words	words, words, words
hyphen		word for word test	word-for-word test
colon		The following words	The following words:
semicolon		Scan the words skim the words.	Scan the words; skim the words.
apostrophe		Johns words	John's words
quotation marks		the word word	the word "word"
parentheses		the word word is in parentheses.	The word (word) is in parentheses.
brackets		He read from the Word the Bible	He read from the Word [the Bible].
en dash		1964 1972	1964-1972
em dash		The dictionary how often it is needed belongs in every home	The dictionary—how often it is needed—belongs in every home.
superior type		2 = 4	$2^2 = 4$
inferior type		HO	H_2O
asterisk		word	word*
dagger		a word	a word†
double dagger		words and words	words and words‡
section symbol		Book Reviews	§Book Reviews
virgule		either or	either/or
Start paragraph		"Where is it?" "It's on the shelf."	"Where is it?" "It's on the shelf."
Run in		The entry word is printed in boldface. The pronunciation follows.	The entry word is printed in boldface. The pronunciation follows.
Turn right side up		the word	the word
Move left		the word	the word
Move right		the word	the word
Move up		the word	the word
Move down		the word	the word
Align		the word the word the word	the word the word the word
Straighten line		the word	the word
Wrong font		the word	the word
Broken type		the word	the word

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